



United States Mission to the United Nations



## U.S. Department of State New York, NY

**Announcement Number:** USUN-0301

**Position Title:** Program Analyst

**Office and Location:** UN Mgmt & Reform

**Series and Grade:** GG-0343-13

**Salary Range:** \$92,259.00 - \$119,935.00

**Promotion Potential:** GG-14

**Opening Date:** 12/19/11

**Closing Date:** 12/23/11

**Supervisory:** None

**Security Clearance Required:** If selected must be able to obtain and maintain Top Secret Security Clearance.

**Relocation Expenses:** This will **not be paid**.

**Area of Consideration:** ALL SOURCES

**Comments:** (1) *This is an Excepted Service Position.* (2) *Incumbent will be subject to random drug testing.*

***"You are encouraged to read the entire announcement before you submit your application package. Your application may not get full consideration if you do not follow the instructions as outlined."***

***Resume must contain information sufficient (detailed) to make a valid determination as to whether or not the specialized experience requirements for the grade level are met.***

### **JOB SUMMARY:**

**DUTIES:** This position is located in the UN Management and Reform (UNMR) Section of the U.S. Mission to the United Nations, responsible for representing US interests and ensuring implementation of US policies in the areas of budget, finance, human resources, oversight and reform of the United Nations and the New York-based UN agencies and programs. UNMR is also responsible for promoting US policies in the area of human resources management for the UN, and serves as liaison between American UN employees and the Mission. The MR section must maintain close working relations with other Missions to the United Nations and UN Secretariat officials and entities to accomplish its objective.

**Selective Placement Factor:** In order to be considered for this position, should have proven competency in working in a multilateral setting. Experience in financial and budgetary matters is a plus.

### **MAJOR DUTIES:**

- Serves as advisor on complex budgetary, financial, and management questions that involve the United Nations and the New York-based UN Agencies and programs.
- Serves primarily on the US Delegation to the Fifth (Administrative and Budgetary) Committee and other similar intergovernmental bodies of the UN.
- Analyze and interpret UN reports and proposals, including regular program and peacekeeping budgets.
- Provides guidance to other US delegations to the General Assembly, the Economic and Social Council and subsidiary organs of those bodies.
- Formulates positions and recommendations on a wide range of highly complex budgetary, financial, and management issues.
- Assists in the management of US contributions to the UN and the NY based UN agencies and programs.
- Drafts policy statements for use during the General Assembly and at other UN meetings.
- Provides oversight of UN funds and programs from a budgetary and financial management perspective.

- Engages in multilateral negotiations.
- Initiates and drafts telegrams, reports, diplomatic notes, memoranda and other forms of correspondence that involve the above listed areas or responsibilities.

**QUALIFICATION REQUIREMENTS (OPM Qualification Standards for General Schedule Positions):**  
**Applicants must have the required experience or education as described below and meet any selective factors, when specified.**

Applicants must have at least one (1) year or more specialized experience equivalent to the GG-12 level in the Federal Government. Such experience must have equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of this position. There is no substitution of education for experience at this level. Qualifying experience will demonstrate:

- Mastery of technical and interrelated financial, budgetary oversight and management issues, preferably including those that apply to the United Nations or other international organizations, acquired through research or experience.
- Mastery of a wide range of U.S. policies including U.S. policies in substantive areas, preferably including where the United Nations is involved.
- Considerable knowledge of Congressional legislation and US policies so as to be able to recognize and implement appropriate legislative restrictions.
- Knowledge of the programs and structures of the organizations involved.
- Ability to provide leadership in ensuring that the assigned organizations are able to effectively and efficiently plan and execute program responsibilities.

**Applicants must meet all qualification requirements, including time-in-grade requirements, by the closing date of the announcement.**

**HOW YOU WILL BE EVALUATED:**

***We will review your resume and required documents to ensure you meet the basic qualification requirements. Your resume must address the knowledge, skills, and abilities listed in the Qualification Section.***

***Resume must contain information sufficient (detailed) to make a valid determination as to whether or not the specialized experience requirements for the grade level are met.***

Your qualifications will be evaluated on the following competencies (KSAs) and other characteristics and must be supported by information in your resume: **Outstanding Oral and Written Communication, Understanding of the United Nations structure, Planning and Recommending, Research and Analyzing, Interpersonal and Negotiating Skills.**

Your resume serves as the basis for qualification determinations and in order to fully evaluate your application it **must** contain the information outlined in Applying for a Federal Job pamphlet (OF-510) <http://careers.state.gov/forms/of0510.pdf>. Your resume must highlight your most relevant and significant work experience and education (if applicable) as it relates to this job vacancy. You may receive credit for unpaid or volunteer experience on the same basis as paid experience, provided it is directly related to this job.

Failure to identify the required experience in your resume will result in loss of consideration. To receive proper credit, your resume must include: (1) knowledge of the subject matter and technical skills pertinent to the position; (2) examples of the specific duties performed that fully detail the level and complexity of the work for each job listed; (3) actual time spent in such activities (percentage of time worked in each position); (4) beginning and ending dates of employment (dates must be listed with both month and year for qualifying purposes); (5) frequency worked (i.e., daily, monthly, etc.); (6) number of hours worked; and (7) names and phone numbers of your current and/or previous supervisor(s). This information must be clearly identified in

your resume. Applicants must meet all the qualification requirements and submit any supporting documentation by the closing date of this announcement.

You will be evaluated to determine if you meet the minimum qualifications required, and on the extent for which your application/resume shows that you possess the competencies associated with this position as defined. When describing your experience; experience must be reflective of the complexity of the knowledge you possess, the level of the people with whom you have interacted with, and the level of sensitivity of the issues you handled, etc.

**If you are a current Federal employee, you must submit a copy of your most recent Federal performance appraisal. THIS APPRAISAL MUST BE DATED WITHIN THE PAST 12 MONTHS. IF YOU DO NOT HAVE A CURRENT PERFORMANCE APPRAISAL, A STATEMENT ADDRESSING THE REASONS WHY A CURRENT APPRAISAL WAS NOT SUBMITTED, MUST BE INCLUDED.**

The U.S. Mission to the United Nations is an Equal Opportunity Employer. Candidates will receive consideration without regard to race, color, religion, sex, national origin, marital status, age, political affiliation, union or non-union affiliation, sexual orientation, disability, or any other non-merit factors.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Office of Employee Relations, Work/Life Programs, at (202) 261-8180. The decision on granting reasonable accommodations will be on a case-by-case basis.

(SEE NEXT PAGE FOR HOW TO APPLY)

## HOW TO APPLY

You may apply for advertised vacancies with a resume, the Optional Application for Federal Employment (OF-612), or any other written format you choose. Although we do not specify the format in which information is presented or require the use of any particular application form, there is certain information that we must have to determine if you meet the legal requirements for Federal employment and to evaluate your qualifications for a specific vacancy. If your application package does not provide all the information requested, you will lose consideration for the job. **Fax applications** to the Human Resources Unit (212) 415-4393

### JOB INFORMATION

In order to apply for USUN vacancies all applicants must provide the information outlined below:

1. Announcement number
2. Title and grade (s) of the position for which you are applying.

### PERSONAL AND EDUCATIONAL INFORMATION

1. Full name, mailing address (with zip code) and day and evening phone numbers, including area code
2. Social Security Number
3. Country of citizenship
4. Veterans' preference (proof of eligibility required)
5. Highest Federal civilian grade held, incl. series, beginning and ending dates
6. Name, city and state of last high school attended and date of diploma or GED
7. Name and state of college and universities attended major fields of study, type and year of any degrees received (if no degree, show total number of credits earned and indicate whether they are in quarter or semester hours).

Applicants with foreign education must submit an evaluation of their course work by an organization recognized for accreditation or by an accredited U.S. College or university.

### WORK EXPERIENCE AND OTHER QUALIFICATIONS

In addition, applicants *must* provide information on their work experience, both paid and non-paid, that is *related* to the position for which they are applying, including:

1. Job title (series and grade if Federal employment)
2. Duties and accomplishments
3. Employers' name and address
4. Supervisor's name and telephone number (indicate if we may contact your current supervisor)
5. Starting and ending dates of employment (month and year)
6. Hours worked per week
7. Salary
8. Any other qualification, including *job related*: training (title and date of course); skills (e.g., languages, typing speed, tools, machinery, computer software/hardware); current licenses; or honors, awards and special accomplishments (e.g., honor societies, publications)

### ADDITIONAL INFORMATION

1. All current Federal employees and reinstatement eligible **must submit a current performance appraisal** and a SF-50 showing proof of status. (If a current performance appraisal does not exist, a form DS-1966 (Applicant Appraisal) or equivalent form from another agency, signed by the current supervisor is acceptable, or if the performance appraisal of record does not fully address the ranking factors, the DS-1966 may be submitted.)
2. All non-competitive eligible *must submit* proof of eligibility.
3. All applicants claiming veterans' preference **must provide** proof of eligibility.
4. All other applicants (non-status) **must** submit information identified above.
5. For maximum consideration all applicants **should** submit information that addresses the ranking factors (KSAs) on this announcement.
6. For an electronic copy of this vacancy announcement and OF-612 Federal Application, see the U.S. Mission to the UN Web Site at <http://www.un.int/usa>.

**APPLICATIONS WHICH ARE INCOMPLETE OR MAILED IN POSTAGE-PAID GOVERNMENT ENVELOPES WILL NOT BE CONSIDERED. ALL APPLICATIONS MUST BE POSTMARKED BY THE CLOSING DATE AND ARRIVE IN USUN/PER BY COB ON THE FIFTH WORKING DATE AFTER THE CLOSING DATE. ALL MATERIAL SUBMITTED WILL BECOME THE PROPERTY OF THE DEPARTMENT OF STATE.**

### WHERE TO APPLY

ADDRESS APPLICATIONS TO: U.S. Mission to the United Nations, 799 United Nations Plaza, New York, NY 10017, Attn: Charlotte Mantzaris, Human Resources Specialist, Room-1229, Tel 212-415-4256, e-mail address [USUNHRO@State.Gov](mailto:USUNHRO@State.Gov)

### PRIVACY ACT INFORMATION

The Office of Personnel Management and other Federal agencies rate applicants for Federal jobs under the authority of sections 1104, 1302, 3301, 3304, 3320, 3361, 3393, and 3394 of title 5 of the United States Code. We need the information requested to evaluate your qualifications. Other laws require us to ask.

